

**CITY OF HOUSTON**  
**DEPARTMENT OF PUBLIC WORKS & ENGINEERING**  
**STANDARD FORM FOR ENGINEERING**

**Instructions For Filing:**  
**FORM PWE 100**

**PURPOSE:**

It is the policy of the Department, in acquiring engineering and related professional services, to encourage firms lawfully engaged in the practice of those professions to submit a statement of qualifications and performance data. Interested firms should complete and file PWE 100 forms with the Department of Public Works & Engineering for each type of project for which the firm is interested in providing services. The form PWE 100 may be used to select firms for the type of project chosen or for screening firms to invite submission of additional information.

**DEFINITIONS:**

**"Engineer and related services"** are those professional services associated with research, development design and construction, alteration, or repair of infrastructure, as well as incidental services that members of these professions and those in their employ may legally, logically and justifiably perform, including studies, investigations, surveys, evaluations, consultations, planning, programming, conceptual designs, plans and specifications, cost estimates, inspections, shop drawing reviews, sample recommendations, preparation of operating and maintenance manuals, and other related services.

**"Parent Company"** is that firm, company, corporation, association or conglomerate which is the major stockholder or highest tier owner of the firm completing this questionnaire; i.e. Firm A is owned by Firm B which is in turn a subsidiary of Corporation C. The "parent company" of firm A is Corporation C.

**"Principals"** are those individuals in a firm who possess legal responsibility for its management. They may be owners, partners, corporate officers, associates, administrators, etc.

**"Discipline,"** as used in this questionnaire, refers to the primary technologies capability of individuals in the responding firm. Possession of an academic degree, professional registration, certification, or extensive experience in a particular field of practice normally reflects an individual's primary technical discipline.

**"Joint Venture"** is a collaborative undertaking by two or more firms or individuals for which the participants are both jointly and individually responsible

**"Consultant,"** as used in this questionnaire, is a highly specialized individual or firm having significant input and responsibility for certain aspects of a project and possessing unusual or unique capabilities for assuring success of the finished work.

**"Prime"** refers to that firm which may be coordinating the concerted and complementary inputs of several firms, individuals or related services to produce a completed study or facility. The "prime" would normally be regarded as having full responsibility and liability for quality of performance by itself as well as by subcontractor professionals under its jurisdiction.

**"Branch Office"** is a satellite or subsidiary extension, of a headquarters office of a company, regardless of any differences in name or legal structure of such a branch due to local or state laws. "Branch offices" are normally subject to the management decisions, bookkeeping and policies of the main office.

**"Individual Experience,"** as used in this document, refers to that experience of individuals in the responding firm. This reflects an individual's experience of significant input and responsibility for critical and/or major aspects of a project, assuring success of the finished work.

**INSTRUCTIONS FOR FILING:** *(Numbers below correspond to numbers contained in form):*

**Date of Preparation:** Show date on which form is prepared for each discipline. All information on this form shall be current as of this date.

**Type of Project:** Separate standard forms should be submitted for each type of project. Please check only one box in each submittal. Page 1 of the form is generally expected to be common to all types of projects.

1. Provide accurate and complete name of firm, address and ZIP Code. Do not use P.O. Box number.
2. Provide year the firm was established under the name shown in question one.
3. Indicate whether the firm is being submitted on behalf of a parent company or a branch.
4. Indicate the status of ownership. Check the appropriate box based on City of Houston Affirmative Action Division's Certification.
5. List names of two principals who may be contacted and who are empowered to speak for the firm on policy and contractual matters. Telephone numbers shall not be those responded by answering services or answering machines.
6. List personnel (by discipline) in Houston office only. Also indicate total personnel within the firm. While some personnel may be qualified in several disciplines, each person should be counted only once based on his/her primary function.
7. List name, location, telephone number and number of personnel in up to nine offices, beginning with the submitting office.
8. Using the index provided for professional services fees, insert the appropriate index to indicate fees received in the last five years. Indicate separately the fees received from direct City of Houston work as opposed to total fees of Houston office. Professional services fees are for all types of work, not just the types in this filing.
9. Provide brief resumes of Project Manager and Project Engineer or Architect proposed specifically for the type of project for which this form is being submitted. Add no more than two other key personnel proposed for this type of project.
10. Give details of work experience specifically related to the type of project for which this form is being submitted. List only those projects that were managed during the last five years and no more than nine projects are to be listed. See definitions of Prime (P), Consultant (C), Joint Venture (JV), and Individual Experience (IE) provided elsewhere on this form.
11. Forward an electronic copy in pdf format to the Department of Public Works & Engineering and a hard copy of page 5, signed in blue ink by a principal of the firm.



# CITY OF HOUSTON

## STANDARD FORM FOR ENGINEERING AND RELATED SERVICES

Indicate type of project for which firm is filing (*check only one box*)

☐

Bridges

☐

Construction Management/Inspection

☐

Environmental/Hazardous Waste

☐

Storm Sewers & Drainage

☐

Streets

☐

Surveying

☐

Wastewater

☐

Water

☐

Other Prof. Consulting

☐

Plants & Industrial Buildings

☐

Traffic & Transportation

Date of Preparation (m/d/yy):

Date of Previous Submittal (m/d/yy):

☐

New Submittal

1. Firm Name/Business Address (*do not use PO Box*)

Mailing Address (*If different from business address*)

Website address:

2. Year Established in Houston

3. Houston Office is:

☐

Parent Company

☐

Branch or Subsidiary

☐

City of Houston M/WBE  
Certification Number:

☐

WBE

5. Names/Titles of Two Principals to Contact

Principal One:

Telephone Number:

E-Mail Address:

Principal Two:

Telephone Number:

E-Mail Address:

6. Full Time Personnel by Discipline presently located in the Houston office (*List person only once by primary function*)

\_\_\_ Administrative

\_\_\_ Estimators

\_\_\_ Sanitary Engineers

\_\_\_ Transportation Engineers

\_\_\_ Airport Planners

\_\_\_ Hazardous Waste Specialists

\_\_\_ Soil/Geotechnical Engineers

\_\_\_ Architects

\_\_\_ Hydrologists

\_\_\_ Specification Writers

\_\_\_ Civil Engineers

\_\_\_ Interior Designers

\_\_\_ Structural Engineers

\_\_\_ Construction Inspectors

\_\_\_ Landscape Architects

\_\_\_ Surveyors

\_\_\_ Electrical Engineers

\_\_\_ Mechanical Engineers

\_\_\_ Technicians (CADD)

\_\_\_ Environmental Engineers

\_\_\_ Planners

\_\_\_ Technicians (Other)

\_\_\_ Total Personnel in Houston

\_\_\_ Total Personnel within Firm

7. Present Offices: City/State/Telephone/Number of Personnel in Each Office (Limit to nine offices)

8. Summary of Professional Services Fees  
(*Insert Index Number*)

Last 5 Years (*most recent year first*)

Index for Range of Professional Service Fees

Direct City of Houston contract work

\_\_\_\_\_

Total Fees of Houston Office

\_\_\_\_\_

Total Fees of Firm (optional)

\_\_\_\_\_

0. None

5. \$500,001 to \$1,000,000

1. Less than \$50,000

6. \$1,000,001 to \$2,000,000

2. \$50,001 to \$100,000

7. \$2,000,001 to \$5,000,000

3. \$100,001 to \$250,000

8. \$5,000,001 to \$10,000,000

4. \$250,001 to \$500,000

9. \$10,000,000 or greater

9. Brief Resume of key persons proposed to be associated with this type of project	Type of project ( <i>from page 1</i> ):
a. Project Assignment: Project Manager Name and Title in the Company	a. Project Assignment: Project Engineer or Architect Name and Title in the Company
b. Present location ( <i>city and state</i> ):	b. Present location ( <i>city and state</i> ):
c. Years of experience with this firm:  With other firms:	c. Years of experience with this firm:  With other firms:
d. Education: Degree(s)/Year/Specialization	d. Education: Degree(s)/Year/Specialization
e. Active Registration: Year First Registered/Discipline	e. Active Registration: Year First Registered/Discipline
f. Experience relevant to this type of project	f. Experience relevant to this type of project

9. Brief Resume of key persons proposed to be associated with this type of project	Type of project ( <i>from page 1</i> ):
a. Project Assignment: Project Manager Name and Title in the Company	a. Project Assignment: Project Engineer or Architect Name and Title in the Company
b. Present location ( <i>city and state</i> ):	b. Present location ( <i>city and state</i> ):
c. Years of experience with this firm:  With other firms:	c. Years of experience with this firm:  With other firms:
d. Education: Degree(s)/Year/Specialization	d. Education: Degree(s)/Year/Specialization
e. Active Registration: Year First Registered/Discipline	e. Active Registration: Year First Registered/Discipline
f. Experience relevant to this type of project	f. Experience relevant to this type of project

10. Work experience by firm or joint-venture which best illustrates current qualifications relevant to this type of project ( <i>list maximum 9 projects</i> ) during the last 5 years.			Type of Project (from page 1):		
a: Project Name and Location	b: P, C, JV or IE	c: Firm and Nature of Responsibility	d: Project Owner's Name and Address Contact Person and Phone Number	e: Completion Date ( <i>actual or estimated</i> )	f: Construction Cost which Firm was/is Responsible For ( <i>in \$1,000's Actual or Est.</i> )

10. Work experience by firm or joint-venture which best illustrates current qualifications relevant to this type of project ( <i>list maximum 9 projects</i> ) during the last 5 years.			Type of Project (from page 1):		
a: Project Name and Location	b: P, C, JV or IE	c: Firm and Nature of Responsibility	d: Project Owner's Name and Address Contact Person and Phone Number	e: Completion Date ( <i>actual or estimated</i> )	f: Construction Cost which Firm was/is Responsible For ( <i>in \$1,000's Actual or Est.</i> )
11. The foregoing is a statement of facts.					
Signature:		Typed Name and Title:		Date (m/d/yy):	